



## **BROWNFIELDS**

Revitalizing Problem Properties  
In Your County



# Do You See These In Your Community?





# **Brownfields:**

Properties that are abandoned or underutilized due to real or perceived contamination



# Properties That Are Obvious

- Former factories
- Gas stations
- Abandoned mine lands
- Landfills and dumps



## Not So Obvious

- Former dry cleaning establishments
- Old hospitals
- Abandoned schools
- Agricultural warehouse-pesticides



# Why Redevelop

- Revive downtown & bring people back
- Chances for employment and small business
- The domino effect
- Community pride
- Chance to take care of environmental issues-  
stormwater, water quality and energy
- Reuse infrastructure





# If You Have Properties, What Do You Do?

- Inventory
- Prioritize
- **Assess before you buy or take ownership** (even if a gift)-  
liability and grant eligibility- Phase I (AAI)
- Determine cleanup- based on end use
- Seek funding
- Perform the cleanup-get closure letter
- Redevelop according to cleanup plan and deed restriction

KY Brownfield Redevelopment Program can assist.



# Ky BF Program Services

- Free assessment services (Phase I&2)
- Liability management
- Information and project assistance
- Project oversight through Superfund
- Funding identification
- Cleaner Commonwealth Fund- Grants/loans
- Grant-writing assistance- workshops,  
grant review and grant review party





**FUNDING BROWNFIELD  
REDEVELOPMENT-  
US EPA BROWNFIELD GRANTS**



# Why Brownfield Grant

- Seed money for a redevelopment program
- Can be part of an incentives package
- Make sites ready for redevelopment
- In the case of company closings, you can immediately assess property risks instead of it being idle for years.
- Protect human health and the environment
- Mitigate stormwater issues, produce alternative energy production, sites for urban gardens



# Is This Grant Right For Us?

- Do we have a goal??
- Do we have the people and resources to carry out a project?
- Does the community support the effort?
- Are we willing to put in the effort?
- Do we have more than one site to assess?
- Think about these questions as we proceed today.
- Not now.....maybe later.
- Successful project=more federal brownfield funding



# Types of Grants

- Assessment
- Cleanup
- Revolving Loan Fund- Not available this year
- Area-Wide Planning
- Job Training Grants



# Who Can Apply?

- Local Governments
- States and Tribes
- Quasi-government entities (e.g., regional councils, redevelopment authorities, economic development agencies, etc.)
- Nonprofit organizations (Cleanup Grants Only- for now)



# Grants

- Grants RFP Oct.; Due Dec.
- Can submit by paper or with grants.gov, but as of right now, we **strongly recommend paper.**



# Types of Grants





# Assessment Grants

Community Wide	Site- Specific	Coalition
Up to \$200k each for hazardous substances and petroleum	Up to \$200k for hazardous substances and petroleum (comingled)	Up to \$1 million per coalition (3 eligible entities) <small>**Coalition members may NOT apply for individual assessment funding</small>
	May request a waiver for up to \$350k	
Maximum combined amount \$400k	Maximum amount \$350k	Maximum amount \$1 million

**No funding match is required for an assessment grant!!**  
**3-year project period**



# Eligible Assessment Activities

- Inventory of sites
- Characterization of sites-Phase I's&II's
- Sampling plans
- Analysis of brownfield cleanup alternatives (ABCA)
- Asbestos surveys
- Community outreach
- Programmatic expenses
- Area wide planning
- Health monitoring in assessment and cleanup



# Other things you should know

- Don't have to own properties
- Target an area
- Can use funds on any property within the boundaries set, but EPA can be flexible
- Can apply as a coalition- 3 eligible entities- Have to assess at least 5 sites- \$1 million
- Can apply for hazardous materials and petroleum with one grant application (provide 2 budgets).
- Last year you could not apply for an assessment grant if you had received one the year before.



# Cleanup Grants

## Cleanup

\$200k for each site (up to 3 sites)

Total \$600k

**A 20% match is required for cleanup grants.  
Federal funds can't be used for match.**

**3-year project period  
HUD CDBG funds can be used as match.**



# Cleanup Grants

- This is a site-specific grant
- Can apply for 3 sites, but must do separate applications
- **Have to own** the property at time of application
- Can't be responsible for the contamination
- Must perform community notification
- Requires a 20% cost share
- Phase I and II must be completed before application. Phase I or AAI must be performed prior to purchase (check time requirements...they go bad). This is part of Bona Fide Prospective Purchaser status.
- Must have Analysis of Brownfield Cleanup Alternatives (ABCA)
- 3-year project period
- Must meet site eligibility and property ownership eligibility.
- Nonprofits can apply.



# Eligible Cleanup Costs

- Site cleanup
- Cleanup certification
- Confirming institutional controls



# Area Wide Planning

- Guidance is out and due on the 22<sup>nd</sup>
- Provides planning assistance to:
  - Advance ongoing local planning process
  - Conduct community involvement activities
  - Conduct market and infrastructure analysis
  - Develop and area-wide plan for brownfields impacted area, including site reuse strategies
  - Identify next steps to implement the plan





### Revolving Loan Fund

\$1 million for an eligible entity that has never received RLF fund before – Coalitions may apply

Total \$1 million

**Not Available in 2014**

**A 20% (200K) match is required for RLF grants. Federal funds can't be used for match.**

**HUD CDBG funds can be used as match.**

**5-year project period**



# Revolving Loan Fund

- One proposal per entity
- Can be used to address site with hazardous waste and petroleum pollutants
- Fund sustains itself
- Can't make subloans or grants to responsible parties
- Only \$200k per site but EPA is flexible in certain circumstances
- Must have a 20% cost share
- 5-year performance period
- Can sub-grant 50% of RLF



# Writing an EPA Brownfield Grant





# Warning

- This slide show contains information and examples that pertain to former grant guidance.
- You should thoroughly read the new grant guidance when it is released.
- The KY BF Program staff can highlight changes.



# First, prepare for the task

- Review grant guidance
  - This presentation is based on FY 14 grant guidance. FY 15 may have changes. Our program will let you know the changes.
- Get copies of successful grants (our website)
- Seek mentoring from grantees
- Contact the state for a letter of support. This is required. Form on CD.



## What does the grant package look like?

Cover Letter/ Transmittal Letter- 2-page limit

Narrative proposal- 15-page limit

Attachments- 20-page limit

- Letter from the state or tribal authority- Must be current, and one letter will suffice for multiple applications.
- Document eligibility if other than state, county, city or tribe.
- Letters of support/commitment
- Documentation of nonprofit status, if applicable



## **What does the grant package look like?**

- Justification of match waiver, if applicable
- Property-specific determination request, if applicable
- Letters of commitment if you seek a coalition grant
- Petroleum eligibility determination, if applicable
- Analysis of Brownfield Cleanup Alternatives- Cleanup
- Verification of resources if applicable
- Documentation of Community notification- Cleanup
- Other factors checklist





# Answering the questions

- **Two types of questions:**
  - Threshold- Eligibility
  - Ranking criteria- The points game.
- Both reviewed in region but scores are ranked nationally.



# A note on how these are scored...

- Threshold first
- Then ranking criteria- scores given
- Headquarters selects highest ranking (policy considerations may be taken into account, see other factors checklist)
- Announcement in spring of 2015



# Threshold Criteria- Assessment



Use as little space as possible for threshold, especially if you are just doing a community-wide assessment.

- Applicant eligibility- local government, states, tribes, quasi-governmental agencies, nonprofits (cleanup only)
- Support letter from state and any coalition members (current)
- Site eligibility for site-specific assessments-will make section longer because it triggers a list of questions



## Threshold Criteria- Cleanup/Site Specific



### **Much more information for cleanup:**

- Applicant eligibility
- Site ownership-fee simple title by date of application
- Letter from state (current)
- Site eligibility-Changes depending on if it is a petroleum site or a hazardous waste
  - Basic site info
  - Status and history of contamination
  - Affirm that the site is eligible for funding-Not CERCLA or NPL site- ask the state
  - Site-specific determination, if applicable
  - Environmental assessment required for cleanup
- Property ownership eligibility
  - Not liable through CERCLA
  - Not subject to enforcement actions
  - Info on liability defense/protection- How did you acquire the property?
- Nature of ownership? Relationship with seller?



# Cleanup Threshold Cont.

- **PRE-PURCHASE INQUIRY-** Post-2006 an AAI must be performed prior to taking ownership-only a few exceptions (condemnation, involuntary acquisition)
  - Pre-2006 it depends on the statutes in place at the time.
- Post acquisition uses-have you made anything worse?
- Continuing obligations-have you exercised appropriate care for the property?
- Specific questions for petroleum sites
- Cleanup and oversight structure
- Cost share
- Community notification
- Property access plan
- Legal opinion (RLF only)



# Community Notification

- Required for cleanup grants
- Let community know your intent to apply
- Provide community with an opportunity to comment on draft proposal and ABCA
  - Ad in newspaper and public meeting
  - Must be 2 weeks prior to application deadline (specific date in RFP).
  - Let people know where you can find the documents
  - If making multiple applications you can have one meeting, but you must let all targeted communities know of the meeting.



# Ranking Criteria







# Ranking Questions

- EPA has worked to decrease redundancy in the last few years
- Questions in each section will start broad and then ask for more specifics.
- Address every sentence that starts with describe, explain, detail, etc.
- There may be some climate change questions to address.



# Five Areas to Cover

- Community Need
  - Project Description and Feasibility of Success
  - Community Engagement and Partnerships
  - Project Benefits
  - Programmatic Capability and Past Performance
- 
- Sub-criteria differ depending on type of grant
  - 200 points for assessment, 100 for cleanup and RLF



# Community Need

Assessment= 45/200 pts

Cleanup= 15/100 pts

---

Proposals will be evaluated on:

- Descriptions of community health, welfare and environment
- Financial needs of the targeted community as it is affected by the presence of brownfields.



Nutshell: How are brownfields impacting your community?  
This is where you provide context for the rest of your grant.



## **Community Need**

### **1. a. i) Targeted Community and Brownfields**

- Describe your community-
  - Do a small introduction to the community/ target area.
  - What makes you unique?
  - Give the reviewer something to relate to if possible.
  - Industrial history, landmarks, tourist attractions, etc.
  - Tell a story.
  - Describe the targeted neighborhood, district, corridor, etc.



## **Community Need: Health, Welfare and the Environment**

Letcher County is located in the “Heart of The Hills” in Southeastern Kentucky. Three of the Eastern United States’ major rivers - The Kentucky, The Cumberland, and The Big Sandy – have their headwaters in Letcher County. Even after Daniel Boone and other settlers made their way into this area in the 18<sup>th</sup> Century, Letcher County remained largely isolated until the 20th Century when railroads reached into the hollows to extract the coal buried in the hills. Large corporations like US Steel and Consolidated Coal quickly built mining camps along the rail line and the first half of the 20th Century brought ten of thousands of immigrants to work the mines along with local farming families. This era is reflected in the film about country music singer Loretta Lynn, “Coal Miner’s Daughter”, which was filmed in Letcher County in the late 70s.





## **Community Need**

### **1. a. ii) Demographic Information**

- Provide information about the following:
  - Unemployment rate
  - Poverty rate
  - Minority population
  - Median household income
  - Compare to national and statewide
  - Use chart form provided
  - If there are really compelling stats, use them as long as they make sense

# Kentucky Brownfield Redevelopment Program



## Demographic Information

Provide demographic information about your targeted community including pertinent indicators of population, unemployment, poverty, minorities, and income such as those shown in the suggested table below, and clearly cite the sources of your data.

Sample Format for Demographic Information (supplement as appropriate)

	Targeted Community (e.g. Census Tract)	City/Town or County	Statewide	National
Population:				308,745,538 <sup>1</sup>
Unemployment:				7.2% <sup>2</sup>
Poverty Rate:				15.1 % <sup>3</sup>
Percent Minority:				26.7% <sup>1</sup>
Median Household Income:				\$49,445 <sup>3</sup>
Other:				
<sup>1</sup> Data is from the 2010 U.S. Census data and is available at <a href="http://www.census.gov/">http://www.census.gov/</a> . <sup>2</sup> Data is from the Bureau of Labor Statistics and is available at <a href="http://www.bls.gov">www.bls.gov</a> <sup>3</sup> Data is from the 2010 American Community Survey and is available at <a href="http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html">http://www.census.gov/newsroom/releases/archives/income_wealth/cb11-157.html</a>				

For resources to gather demographic information, please go the FAQs at [http://www.epa.gov/brownfields/proposal\\_guides/FY14\\_FAQs.pdf](http://www.epa.gov/brownfields/proposal_guides/FY14_FAQs.pdf)

# Kentucky Brownfield Redevelopment Program



Stats from an assessment grant that covered multiple counties.....

	Bracken	% of Total Pop	Fleming	% of Total Pop	Lewis	% of Total Pop	Mason	% of Total Pop	Robertson	% of Total Pop	United States
Total Population	8,279		13,792		14,092		16,800		2,266		281,421,906
White	8,161	98.57%	13,467	97.64%	13,933	98.87%	15,237	90.70%	2,236	98.68%	76.00%
Black	67	0.81%	249	1.81%	41	0.29%	1,059	6.30%	2	0.09%	13.00%
American Indian/Alaska Native	89	0.18%	9	0.07%	38	0.10%	38	0.27%	0	%	1.00%
Asian	0	0.00%	0	0.00%	0	0.00%	70	0.45%	11	0.49%	4.00%
Native Hawaiian/other Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1.00%
Hispanic or Latino	7	0.08%	107	0.78%	54	0.38%	231	1.38%	16	0.71%	13.00%
Low Income	888	10.73%	2,539	18.41%	3,943	27.98%	2,750	16.42%	487	21.49%	13.00%
Elderly (over 65)	492	5.94%	744	5.39%	784	5.56%	1,036	6.17%	156	6.88%	13.00%
Disabled (over 5 years or age)	3,818	46.12%	58.95	42.74%	4,851	34.42%	7,560	45.00%	922	40.69%	11.00%





## **Community Need**

### **1. a. iii) Brownfields (For Assessment)**

- Describe:
  - Your brownfields- types, sizes
  - How close are those sites to your targeted community? Do kids walk past them daily? Are they next door?
  - Describe the nature and extent of your brownfield issues-
    - Past land uses
    - Activities performed at the sites
    - Issues that could be potentially linked to those sites- including possible contaminants, environmental issues, etc.
  - Discuss the real and perceived negative environmental impacts associated with the brownfields



## Community Need

### 1. a. iii) Brownfields (**For Cleanup**)

- Describe:
  - The property to be cleaned up- type, uses, history, etc.
  - How does it impact the targeted community?
  - Are there other similar sites nearby that are impacting the targeted community? If so, describe so the reviewers can get a picture of your overall brownfield issues.
    - Past uses and activities at sites
    - Note potential contaminants
    - What is the current state of the property?
    - What are the real or perceived environmental impacts of these sites?



## **Community Need**

### **1. a. iv) Cumulative Environmental Issues**

- Describe other environmental issues brought about by brownfields:
  - Because of the brownfield landscape have other industries and operations that have negative environmental impacts been placed nearby?
    - Power plants
    - Factories
    - General Industry
    - Landfills
    - Anything Not In My Back Yard (NIMBY)
  - In general, site any environmental justice concerns surrounding the area



## Community Need

### 1. b. Cumulative Environmental Issues

- Describe any disproportional health and welfare impacts the targeted community has faced due to brownfields:
  - Threats to sensitive populations (children, elderly, pregnant women, minority and low income)
  - Are there greater incidence of health conditions such as cancer, asthma, birth defects or other conditions related to exposure to hazardous pollutants and substances
  - **Cleanup Grants-** Describe how the specific property you will be cleaning up adversely impacts the community



## **Community Need**

### **1. c. i) Financial Need**

Describe:

- Why are you not able to draw upon other resources and funding - small population, low-income community?
- How have local economic conditions been made worse due to industrial decline, plant closures, natural disasters or other disruptions?



## **Community Need**

### **1. c. ii) Economic Effects on Brownfields**

Discuss:

- How these site impact your community financially:
  - Reduced tax base
  - Lost jobs and business opportunities
  - Low property values
  - Costs of upkeeping and securing vacant properties
- Describe some of the peripheral financial impacts of brownfields:
  - Blight
  - Property vacancy
  - Burden on municipal services



# Community Need Tips

Think about and consider:

- Use sample chart in guidance
- Cite your sources
- Are there any particular community features/resources that are threatened by brownfields? Watersheds, streams, ecosystems, etc.
- Are stream headwaters being impacted that could impact drinking water downstream?
- Do economic issues/blight contribute to access to healthcare?
- Are there any health studies for the area?
- Have you been in the news for something bad?
- Is uncontrolled access to a site a safety issue for kids?
- Crime rates
- Graduation and dropout rates, teen pregnancy rates
- Coalition applicants should reference all of the partners.
- Point to a positive. Brownfield redevelopment elsewhere has helped and we want to do it for this portion of our community.



# Project Description and Feasibility of Success

Assessment= 50/200 pts

Cleanup= 30/100 pts

---

Proposals will be evaluated on:

- The likelihood of success of the project of your proposal.
- The ability of this grant to stimulate other funds to help with the assessment, cleanup and redevelopment properties in the impacted area.



Nutshell: What are you doing, how are you doing it, will the project come to fruition and will it bring about the desired goals/changes?





Proposals will be evaluated on:

- How your project aligns with community land use plans
- How your project will further those plans
- A reasonable approach and methodology to achieve project goals
- A realistic basis for project costs
- Availability of and the ability to access additional resources to complete the project



## **Project Description- Assessment**

### **2. a. i)**

Describe:

- The project to be funded
- How the project aligns with community land use and revitalization plans
- Describe the redevelopment strategy or projected redevelopment strategy for sites assessed

### **2. a. ii)**

Describe:

- The project management approach that will ensure that the project will be completed in 3 years- addressing contractor procurement, site selection and site access



### **2. a. iii)**

Describe:

- The process for prioritizing and selecting sites to assess and for obtaining access to those sites



## **Project Description- Cleanup**

### **2. a. i) Existing Conditions**

Describe:

- The existing conditions at the site- current use and extent of contamination
- Buildings on site
- Proposed end use of the site- include any specific plans
- How will it spur further redevelopment
- How does the project align with the community's land use plans or vision



## **2. a. ii) Proposed Cleanup**

Describe:

- The proposed cleanup plan
- Describe the cleanup methods that are being considered such as contaminated soil removal, treatment or containment
- Make sure that this information is consistent with the information contained in the attached ABCA



# Project Description- Task Description and Budget

## 2. b. Task Descriptions

- List the task required for the project
- What work will be done under each task
- Are there other activities that will be performed that will be paid for by means other than this grant (but don't include in the budget table)
- What will be your deliverables (outputs) from this project
  - Assessment- Phase I and II environmental assessments, site clean up plans, area wide plans or site inventories
  - Cleanup- Cleanup plans, community involvement plans, ABCAs, administrative records, cleanup completion reports



- Provide a cost estimate for each grant funded activity
- Present unit cost where appropriate- 5 assessments at \$2,500 for a total of \$12,500 or 5 tank pulls at \$13,000 per tank for a total of \$65,000.
- Describe any atypical costs (high or low)
- Don't include any ineligible costs- land acquisition, building demo, administrative costs. FAQs have a list of ineligible activities



# Budget Table

BUDGET DETAIL					
Budget Categories	Project Tasks (\$)				
	Task 1	Task 2	Task 3	Task 4	Totals
Personnel					
Fringe Benefits					
Travel <sup>1</sup>					
Equipment <sup>2</sup>					
Supplies					
Contractual					
Other (specify) _____					
<b>Total Federal Funding (not to exceed \$200,000)</b>					
Cost Share <sup>3</sup>					
<b>Total Budget</b>					

<sup>1</sup> Travel to brownfields-related training conferences is an acceptable use of these funds.

<sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies.

<sup>3</sup> Applicant must include the cost share in the budget even if applying for a cost share waiver. If the applicant is successful and the cost share waiver is approved, it will be removed in pre-award negotiation.

- Insert only US EPA funded activities in this chart
- If applying for both hazardous waste and petroleum funding, either provide two different tables or two line items for each category to distinguish between the two funding categories
- Can remove line items if not used in order to create more space
- Include cost share if applicable (cleanup)





# Project Description-Budget

Table 1					
Budget for Site Assessment Center					
Budget Categories	Task 1 Quality Assurance Inventory of Sites/Program Plans	Task 2 Phase I Environmental Site Assessment	Task 3 Site Specific Sampling Plans and Phase II Environmental Site Assessments	Task 4: Remedial Planning and Design	Task 5: Outreach, Programmatic Expenses and Travel
Personnel					\$10,000.00
Travel					\$5,000.00
Supplies					\$3,000.00
Contractural	\$7,000.00	\$47,500.00	\$92,500.00	\$33,500.00	\$1,500.00
Total	\$7,000.00	\$47,500.00	\$92,500.00	\$33,500.00	\$19,500.00
Total Requested					\$200,000.00



### **2. c.) Ability to Leverage**

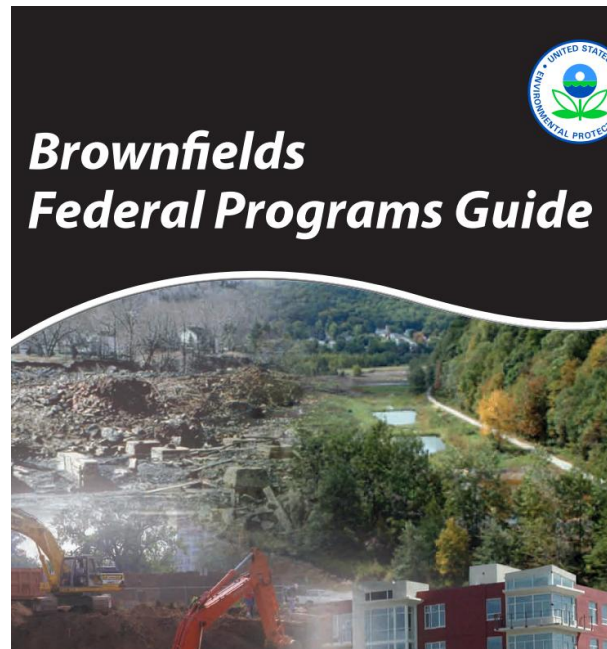
Describe:

- Any funding or resources that you have procured or are seeking to ensure success of your project.
- These can be public or private.
- If you have already secured funding, please provide a letter of verification
- If you haven't leveraged funding, provide examples of how you or a partner agency have successfully leveraged resources to achieve an environmental or revitalization goal in the past
- FAQs have a section on demonstrating leveraging
- Mention tax incentives, energy tariffs, TIFs, etc.



# Brownfield Federal Programs Guide

[http://epa.gov/brownfields/partners/2011\\_fpg.pdf](http://epa.gov/brownfields/partners/2011_fpg.pdf)





# Federal Programs Guide

FEDERAL AGENCY	FINANCIAL ASSISTANCE	TECHNICAL ASSISTANCE
Department of Health and Human Services, Agency for Toxic Substances and Disease Registry	<ul style="list-style-type: none"> <li>Grants to assess health issues associated with redevelopment plans</li> <li>Limited health pilot awards for brownfield and reuse sites</li> </ul>	<ul style="list-style-type: none"> <li>Technical assistance to public health agencies</li> <li>Assistance to review and assess environmental sampling data and other site data</li> <li>Health-related information sharing in reviewing environmental assessment data</li> </ul>
Department of Health and Human Services, National Institute of Environmental Health Sciences	<ul style="list-style-type: none"> <li>Grants to develop innovative health and safety training programs</li> <li>Research grants to seek solutions to health and environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>Training workers for hazardous materials handling and disaster preparedness</li> <li>Advanced technology training program</li> <li>Training for minority workers in environmental restoration</li> </ul>
Department of Health and Human Services, Office of Community Programs Services	<ul style="list-style-type: none"> <li>Job training program grants</li> <li>Grants to small communities for training and technical assistance for rural water facilities.</li> <li>Assistance to community development corporations</li> </ul>	<ul style="list-style-type: none"> <li>Technical assistance for rural water facilities</li> </ul>
Department of Housing and Urban Development	<ul style="list-style-type: none"> <li>Nationwide block grant for community development</li> <li>Loan guarantees for community development</li> <li>Grants to stabilize neighborhoods affected by abandoned housing</li> <li>Grants for brownfields economic development</li> <li>Affordable housing block grants</li> <li>Lead-based paint abatement grants</li> </ul>	
Department of the Interior, National Park Service	<ul style="list-style-type: none"> <li>Transfer of surplus federal land to state and local governments for park creation</li> </ul>	<ul style="list-style-type: none"> <li>Technical assistance for conservation and recreation projects</li> </ul>
Department of the Interior, Office of Surface Mining	<ul style="list-style-type: none"> <li>Grants to reclaim streams affected by acid mine drainage</li> <li>Grants to states and tribes to reclaim abandoned mine lands</li> </ul>	<ul style="list-style-type: none"> <li>Technical assistance and capacity-building for watershed development</li> <li>Watershed remediation internships</li> </ul>
Department of Justice, Community Capacity Development	<ul style="list-style-type: none"> <li>Grants to promote revitalization activities in distressed small com-</li> </ul>	<ul style="list-style-type: none"> <li>Technical assistance to help sites achieve their strategic goals with</li> </ul>

## Department of Agriculture— Rural Development Mission Area

### DESCRIPTION OF ORGANIZATION

#### Mission

The U.S. Department of Agriculture (USDA) is in a key position to support activities critical to community brownfields revitalization efforts. USDA's Rural Development office operates several types of programs that rural communities can find useful in redevelopment projects. Nearly all of these programs may contribute to brownfields projects: (1) Renewable Energy and Energy Efficiency Improvements Program; (2) Housing Programs; (3) Community Facilities Programs; (4) Business Programs; (5) Cooperative Programs; (6) Electric Programs; (7) Telecommunication Programs; (8) Water and Environment Programs; (9) Community Development Programs; and (10) Utilities Programs.

The USDA Rural Development Program is administered on a state-by-state basis and through districts within each state. Identifying a State Director's Office and local contact will facilitate access and help in applying for grants and loans from the various Rural Development programs. (See <http://www.rurdev.usda.gov/StateOfficeAddresses.html> to find individual State Director's Office websites and contact information.)

#### Brownfields Connections

- Grants, loans, and loan guarantee assistance for a variety of business, commercial, and industrial projects in small towns and rural areas.
- Support for the installation and improvement of critical infrastructure needed to support economic development.
- Financing for the construction of key public facilities.

### RESOURCES

#### Financial Assistance

##### Business and Industry Guaranteed Loan Program

The Business and Industry (B&I) Guaranteed Loan Program provides financial backing for rural businesses. The

**Eligibility Requirements:** Eligible entities include: cooperatives, corporations, partnerships, trusts or other profit or non-profit entities; Indian tribes; and municipalities, counties, or other local governments.

**Availability:** The maximum loan for a rural cooperative organization is \$40 million. The total amount of Agency-backed loans to one borrower may not exceed \$25 million. Repayment schedules for real estate loans are not to exceed 30 years. Equipment loans are not to exceed 15 years.

#### Uses/Applications Include:

- Buildings and real estate development
- Machinery and equipment
- Debt refinancing

[http://www.rurdev.usda.gov/rbs/busp/b&i\\_gar.htm](http://www.rurdev.usda.gov/rbs/busp/b&i_gar.htm)

#### Intermediary Relending Program

The Intermediary Relending Program (IRP) capitalizes locally managed revolving loan funds for small businesses not able to secure adequate bank financing on their own. Similar to the B&I program, resources from the IRP can be used for real estate and equipment purposes.

**Eligibility Requirements:** Intermediaries may be private non-profit corporations, public agencies, Indian tribes or cooperatives with at least 51 percent rural membership.

**Availability:** Intermediaries may receive initial loans of up to \$750,000 as well as subsequent loans of up to \$750,000. Loans to intermediaries are scheduled for repayment over a period of 30 years. The interest rate on loans for intermediaries is one percent per year.

**Uses/Applications** (all apply to loans from intermediaries to ultimate recipients):

- Establish new businesses or expand existing business;
- Create employment opportunities or save existing jobs; and
- Community development projects.

<http://www.rurdev.usda.gov/rbs/busp/irp.htm>

# Kentucky Brownfield Redevelopment Program



- [http://www.sustainablecommunities.gov/pdf/federal\\_resources\\_rural.pdf](http://www.sustainablecommunities.gov/pdf/federal_resources_rural.pdf)



# Kentucky Brownfield Redevelopment Program



## U.S. Department of Transportation

DOT is supporting livable and sustainable rural and tribal communities through the TIGER discretionary grant program, investments in public transit projects, and other Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) programs described here. These programs can help rural communities enhance access to affordable housing, improve safety on rural roads, increase the efficiency of freight movement, strengthen economic competitiveness, and protect the environment. Since the majority of federal transportation funding is distributed to states and transit agencies through formula programs, communities can access these programs by working closely with their state departments of transportation.

The information listed here will change after October 1, 2012 due to the new transportation authorization. For a full description of DOT funding, see [www.dot.gov](http://www.dot.gov).

### Planning and Capacity Building

**State Planning and Research** formula funds may be used for engineering and economic surveys and investigations; physical and financial planning of highway programs and local public transportation systems; research, development, and technology transfer activities related to the planning, design, construction, management, and maintenance of highway, public transportation, and intermodal transportation systems; and studies, research, and training on engineering standards and construction materials.

[www.fhwa.dot.gov/federalaid/guide/guide\\_current.cfm#c76](http://www.fhwa.dot.gov/federalaid/guide/guide_current.cfm#c76)

The FHWA/FTA Transportation Planning Capacity Building Program seeks to recognize, support, and promote effective statewide, metropolitan, and rural transportation planning practices nationwide by providing opportunities for sharing solutions throughout the professional planning community. The program offers information, classroom and web-based training, scenario planning workshops, and technical assistance to transportation planning professionals.

[www.planning.dot.gov/](http://www.planning.dot.gov/)

The program's website features a Rural and Small Community Planning page with links to publications, legislation and guidance, upcoming events, and related websites.

[www.planning.dot.gov/focus\\_rural.asp](http://www.planning.dot.gov/focus_rural.asp)

The Surface Transportation Environment and Planning Cooperative Research Program aims to improve the understanding of the relationship between surface transportation and the environment. Under this program FHWA builds capacity through activities such as scenario planning, peer exchanges, research, and other activities.

[www.fhwa.dot.gov/federalaid/guide/guide\\_current.cfm#c77](http://www.fhwa.dot.gov/federalaid/guide/guide_current.cfm#c77)



U.S. Department of Transportation



## U.S. Department of Agriculture

USDA's historic and extensive presence in rural America provides rich opportunities for supporting community and economic development, improving housing options, and strengthening local and regional food systems. USDA programs can help implement the community plans funded by the Partnership agencies, which is particularly important in small communities that may lack the resources and capacity to put their visions and goals into practice.



### Community and Economic Development

The **Community Facilities Program** provides loans, loan guarantees, and grants for the construction, acquisition, or renovation of community facilities and for the purchase of equipment for those facilities, which can include schools, hospitals, community centers, emergency response services, and a wide variety of others.

[www.rurdev.usda.gov/HCF\\_CE.html](http://www.rurdev.usda.gov/HCF_CE.html)

The **Rural Community Development Initiative** provides grants and technical assistance to develop the capacity of nonprofit community-based housing and community development organizations and low-income communities in rural areas to improve housing and community facilities and undertake community and economic development projects.

[www.rurdev.usda.gov/HAD-RCDI\\_Grants.html](http://www.rurdev.usda.gov/HAD-RCDI_Grants.html)

In Wrangell, Alaska, an island community with limited access to fresh food, the Wrangell Medical Center received a Community Facilities grant of \$100,000 to purchase two greenhouses for a community garden.

### Business Development

The **Business and Industry Guaranteed Loan Program** provides guarantees on loans made by private lenders to help new and existing businesses in rural areas gain access to affordable capital. By issuing a guarantee, USDA essentially co-signs the loan with the recipient, lowering the lender's risk and allowing for more favorable interest rates and terms. The 2008 Farm Bill placed a special emphasis on supporting businesses that facilitate the processing, distribution, aggregation, storing, and marketing of locally or regionally produced foods.

[www.rurdev.usda.gov/BCP\\_gar.html](http://www.rurdev.usda.gov/BCP_gar.html)

**Rural Business Enterprise Grants** fund projects that facilitate the development of small and emerging rural businesses, distance learning networks, and employment-related adult education programs.

[www.rurdev.usda.gov/BCP\\_rbeg.html](http://www.rurdev.usda.gov/BCP_rbeg.html)



# PREPARED Workbook



## PREPARED WORKBOOK

Process for Risk Evaluation,  
Property Analysis and Reuse Decisions



- <http://www.epa.gov/region1/brownfields/prepared/index.html>



# Project Description Tips

Think about and consider:

- Give specifics on your site selection process. How will it work? What are the criteria?
- A majority of your budget should go to assessments. Be realistic with the number. Better to under promise and over deliver.
- For cleanups, make sure that you provide enough information to communicate that the site has been sufficiently characterized and end use has driven your cleanup alternatives.
- Will there be institutional controls?
- Indicate that you will follow federal procurement guidelines.
- Detail all of your expenses.
- Include travel to conferences and workshops. They expect you to attend.
- Reference in-kind support.
- Any leveraged money mention in the narrative should be documented in the appendix.





# Community Engagement and Partnerships

Assessment= 35/200 pts

Cleanup= 15/100 pts

---

Proposals will be evaluated on:

- Your plan to involve the impacted community and appropriate stakeholders
- The activities that you will undertake to engage them
- How you will communicate health and safety information



Nutshell: Who are you bringing to the table, are they the right people and how are you going to involve them in your process?



### Demonstrate:

- How the entire community, not just localized groups, have provided input on the project
- That these people will be engaged from the beginning to the end of the project
- For coalitions- Demonstrate how all of the communities involved have provided input from beginning to end
- That community engagement activities are tailored to the needs of the targeted communities



### **3. a.) Plan to Involve Target Community and Other Stakeholders**

Describe:

- Your plan to involve the target community and other stakeholders- neighborhood organizations, citizen groups, property owners, lenders, businesses, developers in the planning and implementation of your project
- How will you communicate the progress of your project
- Discuss why the plans identified are appropriate for the target community
- For Cleanups- How will you take into account concerns for human health and safety



### Describe:

- For Cleanups-How will you identify sensitive populations and ensure that your cleanup is protective of those populations
- For Cleanups- How will you communicate the progress of your cleanup



# Community Engagement TIPS

- Be proactive in your plan. Passive community notification is not impressive. Describe involvement efforts, such as outreach strategies, frequency of events and potential outcomes.
- Describe how you have already reached out to the community, if applicable.
- Focus on citizen groups, such as neighborhood organizations, church groups, non-profits, service organizations, redevelopers, etc.
- If citizens don't come to you, go to them. One-on-one sessions are a great way to get information
- Consider forming a brownfield steering committee as a decision maker and communication vehicle. Include developers, industry, private, state and local funders, banks, universities, property owners, community groups and environmental advisors.



# Community Engagement Tips

- Include multiple modes of communication for public notification and input:
  - Commit to frequent public meetings throughout the process.
  - Make meeting location and time convenient.
  - Piggyback on other meetings.
- Try flyers, websites, public access, social media, newspapers and church bulletins.
- Make info available in applicable languages, for illiterate, etc. Sign-in sheets at public meetings
- Surveys and questionnaires
- Visioning sessions
- Petitions for support



# How will you engage property owners?

- If grant funded, legal access to eligible properties is required.
- How will you educate them on liability, benefits of redevelopment, etc.
- How will you reach them?



### **3. b.) Partnerships with Government Agencies**

For Assessments-Describe:

- Your efforts to initiate and develop new partnerships or access existing ones with governmental agencies.
- Describe the roll that they will play in your project.
  - Local, state or tribal environmental and health agencies
  - Other local and federal agencies as applicable





### **3. b.) Partnerships with Government Agencies**

For Cleanups-Describe:

- Which agencies will have regulatory oversight of your project
- What roles will they play to ensure that you are protective of human health and the environment and are meeting regulatory standards
- Discuss the roles of state and local health agencies. If they will not be involved, why is their involvement not needed?



### **3. C.) Partnerships with Community Organizations**

Describe:

- Your efforts to develop partnerships with community organizations and how they will contribute to your project
- Include a description of the organization
- Describe their role and commitments to the project (Be Specific!!!) EPA can and will make reference check calls.
- Provide a letter of support/commitment from the agency that lists the tasks/activities that will support the project. Give them ample time to get you letters.



## **Community Organizations**

- Civic organization
- Local citizen groups
- Business groups
- Environmental groups
- Local labor groups
- Advocacy organizations
- Educational institutions

## **Not Community Organizations**

- Local government departments
- Planning offices
- Local contractors
- Mayor's office
- Other local elected officials



# Partner Roles

- Financial-Hosting fundraising events
- Educational- creation, reproduction or distribution of project information to the community
- Direct on-the-ground assistance (assisting in the identification of sites for a community-wide assessment)
- In-kind contributions of facilities, equipment or materials
- Mentoring and filling in programmatic capability gaps



### Note:

- If your community lacks community based organizations, explain that in the application and substitute letters from citizens, letter to the editor in the local newspaper, public meeting attendance lists, comments from citizens on the project



# Project Benefits

Assessment= 30/200 pts

Cleanup= 15/100 pts

---

Proposals will be evaluated on:

- The extent to which the proposal demonstrates the project's potential to result in significant benefits to the health/welfare and the environment of the community
- The ability of the project to facilitate sustainable redevelopment and economic and non economic benefits



Nutshell: What kind of bang for the buck with the EPA get and have you helped solve the issues/needs described earlier in your proposal.



### **4. a.) Health and or Welfare and Environment**

Describe:

- Any health and or welfare benefits from the project
- How will the project improve the environment
- How will these benefits address the challenges discussed in the Community Need section
- How will you keep people safe from any identified health threats?
- For cleanups, you may want to address fugitive dust from site, site water runoff and air monitoring for VOCs.



## **4. b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse**

### **i. Describe:**

- How your community is implementing sustainable redevelopment- plans, ordinances
- Provide examples that may be pertinent to the proposal-green infrastructure, green buildings, energy efficiency, water management, green remediation, construction and demolition material recycling.





## **4. b. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse**

### **ii. Describe:**

- An example of efforts you have taken in you planning to integrate equitable development or livability principles-
  - Improved transportation for citizens
  - Affordable housing
  - Community access to greenspaces
  - Access to health clinics
  - Eliminating food deserts
  - More examples are in the guidelines



## 4. c. i. Economic or Non-Economic Benefits

Describe:

- Economic benefits from the projects
  - Increased employment
  - Expanded tax base

OR

- Non-Economic
  - Spaces for parks, recreation areas (can help with health of residents), greenways, environmental buffers, libraries, schools, health centers, fire stations, art spaces, community centers, preservation of other greenspaces



### 4. c. ii.

#### i. Describe:

- Plans to promote local hiring and procurement or link members of the community to potential employment related to your project.
  - Do you plan to partner with local workforce development?
  - Is someone considering a brownfield job training grant?



# Programmatic Capability

Assessment= 40/200 pts

Cleanup= 20/100 pts

---

Proposals will be evaluated on:

- The extent to which your proposal describes your ability to successfully complete all of the requirements of the project
- Your programmatic and administrative capabilities
- Plans for measuring and reporting outputs and outcomes
- Past or current federal or non-federal performance



Nutshell: Do you have the skills, knowledge, resources and ability to make the project a success?



## 5. a. Programmatic Capability

Describe:

- The organizational structure that will be used to ensure the timely and successful expenditure of funds and completion of the technical, administrative and financial requirements of the project and grant.
- Key staff, their roles, expertise, qualification and experience.
- Will you seek mentoring from an experienced organization.



## 5. b. Audit Findings

Describe:

- Any adverse audit findings
- If you have had issues with the administration of grants, how have you corrected those issues
- If you have not had any adverse audit findings- tell them. Don't skip because it does not pertain.



## **5. c. Past Performance and Accomplishments**

- You have three options depending on if you have had certain grants or not

i.) If you have had an EPA Brownfield Grant:

1. Compliance with grant requirements- Describe:

- Your compliance with grant requirements (workplan, schedule, terms and conditions, etc.)
- Did you achieve the expected results
- Did you complete the grant in a timely manner
- If any of these were not met, explain why
- Did you take corrective action since the last grant
- What are they
- Describe your adherence to reporting requirements and use of the brownfield database, ACRES



If you have had an EPA Brownfield Grant describe:

- If you currently have an open grant, why do you need a new one?
- How much funding still remains in that open grant, when does that grant end and what is your plan to expend the rest of that money?

### 2. Accomplishments:

- Describe your accomplishments using specific outputs and outcomes- sites assessed, cleanups completed, jobs created, acres remediated, community plans completed, etc.
- Discuss if these outputs and outcomes were accurately reflected in acres at the time of this proposal submission. Why or why not?





## **5. c. Past Performance and Accomplishments**

- You have three options depending on if you have had certain grants or not

ii.) No EPA Brownfield Grant, but have received other federal funds:

1. Purpose and Accomplishments- Describe:

- Describe the awarding agency, amount of funding and purpose of the grant
- Discuss your accomplishments provide outputs and outcomes

2. Compliance With Grant Requirements

- Describe your compliance with the grant- workplan, schedule, etc.
- Did you make or are you making sufficient progress toward the expected results?



If you have received other federal funding:

- If not, what corrective measures are you taking or have taken to correct the issues
- Discuss your history of timely and acceptable reporting as required by the agency.



## **5. c. Past Performance and Accomplishments**

- You have three options depending on if you have had certain grants or not

iii.) Have Never Received Federal or Non-Federal assistance

- Affirm the fact that you have never received any federal or non-federal assistance

Does a partner have this experience?



## Other Factors Checklist

- Checklist of special considerations that the EPA may take into account in making funding decisions
- Indicate if any of the situations apply and then describe
- The applicable issues must be mentioned in your narrative.
- You will indicate the page on which the information is found.

### Appendix 3 Other Factors Checklist

Please identify (with an **X**) which if any of the below items apply to your community or your project as described in your proposal. To be considered for an Other Factor, you must include the page number where each applicable factor is discussed in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the evaluation process. If this information is not clearly discussed in your narrative proposal or in any other attachments, it will not be considered during the selection process.

Other Factor	Page #
Community population is 10,000 or less	
Federally recognized Indian tribe	
United States territory	
Applicant will assist a Tribe or territory	
Targeted brownfield sites are impacted by mine-scarred land	
Targeted brownfield sites are contaminated with controlled substances	
Recent natural disaster(s) (2006 or later) occurred within community, causing significant community economic and environmental distress	
Project is primarily focusing on Phase II assessments.	
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation	
Community experienced manufacturing plant closure(s) (2008 or later) tied to the targeted brownfield sites or project area, including communities experiencing auto plant closures due to bankruptcy or economic disruptions.	
Recent (2008 or later) significant economic disruption (unrelated to a natural disaster or manufacturing/auto plant closure) has occurred within community, resulting in a significant percentage loss of community jobs and tax base.	
Applicant is a recipient or a core partner of a HUD-DOT-EPA Partnership for Sustainable Communities (PSC) grant that is directly tied to the project area, and can demonstrate that funding from a PSC grant has a significant benefit to the project.	



# General Tips & Tricks





# Tips and Tricks

- Get buy in from your organization.
- Draft your proposal early so you have time to make revisions and aren't sweating it at the deadline.
- Ok, chances are you're not going to start early, but make sure that you don't miss public notification deadlines.
- Contact your state early for a letter of support.
- Ask for letters of support for other organizations and make sure that they are specific in how they are going to support your project.
- Make sure that you allot enough time. This grant is very competitive, and you should set aside enough time to do it well.



# Tips and Tricks

- Have another set of eyes to read your proposal.
- Not enough time? Consider having some outside help-development organizations, nonprofits, experienced grant writers or consider a consultant.
- Your state may help you review your grant.....check it out.
- Make sure that you have read the guidelines and understand them.
- Respond to all questions completely and thoroughly. Look at the points allotted to each.
- Responses should follow the guidelines exactly.
- Don't waste space writing the entire question. Use the heading numbers and letters or an abbreviated question.



# Tips and Tricks

- Follow the formatting and page requirements. Must be 12pt. font, 1-inch margins, etc. Try different fonts if you are having issues fitting the info on the page. Do the opposite of what you did in college.
- Provide actual detail when you can. The more specific you can be, the better your grant will be.
- Don't fake it 'til you make it. If something does not apply in your case, don't try to put a square peg in a round hole.
- Make it easy to read (8<sup>th</sup> grade English class-level).
- No binders, fancy covers, etc. They go in the trash.
- Avoid acronyms.
- Make sure that your grant is consistent throughout. If you mention a problem in the first section, make sure you address it later on.
- Bullets and tables can make things more readable, so use them if you have the space to spare.





# Tips and Tricks

- While attachments are great, remember that these proposals are photocopied and pictures and color copies don't reproduce well. Do a test copy if you are not sure.
- Tell your story. Make reference to something unique about your town and region. You have to paint a picture b/c the readers review what seems to be a ga-gillion grants. Make yours stand out.
- Your reviewers will be from a different program, remember that when talking about your community. Don't assume familiarity.
- Do you have a community master plan or have you done a visioning session that you can tie into the grant? Communicate your plan!!!!
- If you are unsuccessful, get feedback!!! Many try multiple times to get these grants.
- Note any environmental upgrades- green building, watershed improvements, stormwater controls that are added to a project. This is an environmental grant after all.



# Tips and Tricks

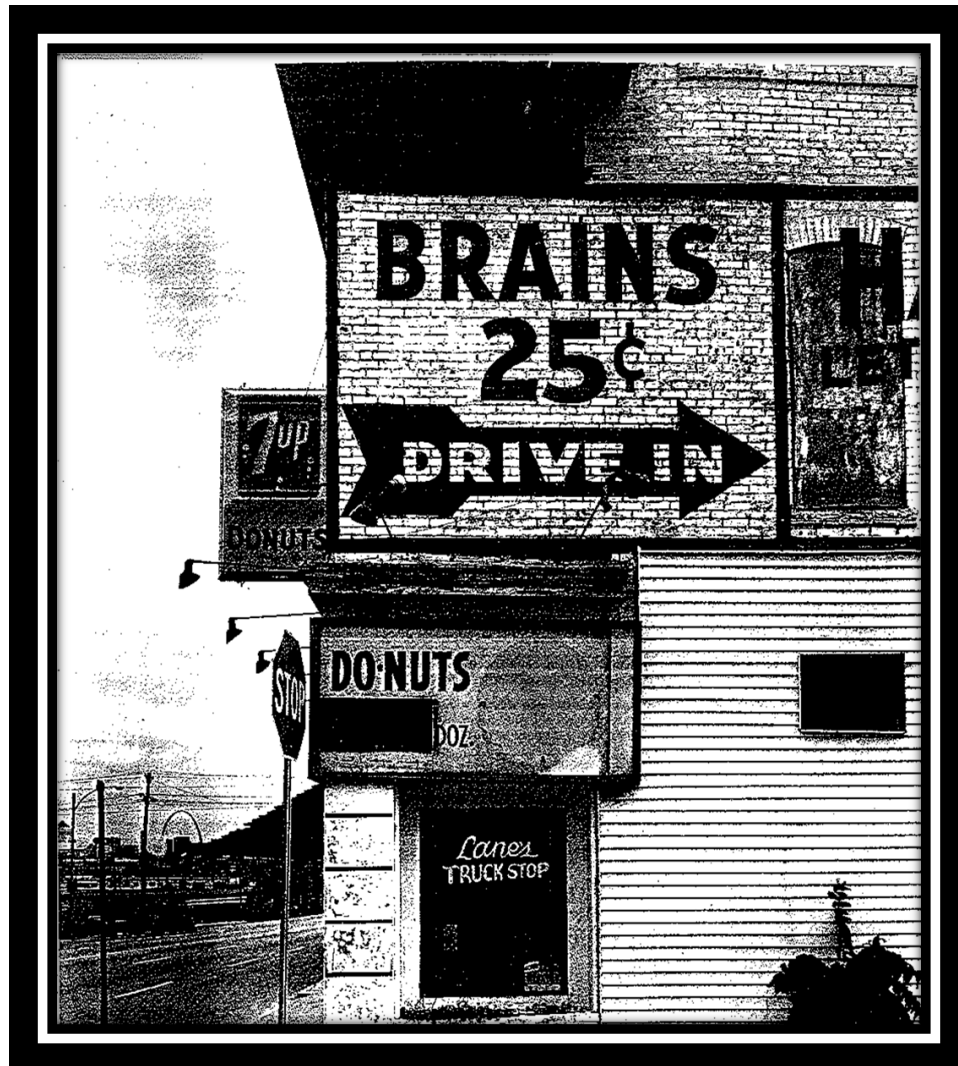
- Identify information sources in your grant.
- Make sure that you read mailing instructions. Mail one to the region and one to headquarters.
- Review the FAQ that the EPA posts. It has a lot of good info.
- There is a checklist in the guidance, use it!!!



# Informational Resources

- [EPA Brownfield Program funding page](#)
- Kentucky Brownfield Program [grant resource page](#)
- Self-paced grant writing for brownfields coming soon.

# Kentucky Brownfield Redevelopment Program





# Questions



**Amanda LeFevre**

Kentucky Brownfield Redevelopment Program

[amanda.lefevre@ky.gov](mailto:amanda.lefevre@ky.gov)

800-926-8111 ext. 274

**Herb Petitjean**

[herb.petitjean@ky.gov](mailto:herb.petitjean@ky.gov)

800-926-8111 ext. 268